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## **PREFACE**

Welcome to the California Department of Corrections and Rehabilitation (CDCR) Basic Correctional Juvenile Academy (BCJA). Your acceptance into the Academy is your threshold into an exciting and rewarding career with one of the largest and finest correctional systems in the world.

Basic Peace Officer Institute Academy training may be held at the Stockton Training Center (STC), Richard A. McGee Correctional Training Center (CTC) and Correctional Training Center-Annex (CTC-A) locations. The cadet training program is designed to produce competent, qualified correctional peace officers (CPOs) that will enforce the laws of the State and provide service to the public by confining, supervising and offering rehabilitative services to our offender population.

CPOs are responsible for protecting the public, staff, and offenders in a correctional institution environment. Institutions operate 24 hours a day, 365 days a year and CPOs must be willing to work any day or time as required. Candidates successful in the selection process and appointed as CPOs undergo a 16-week training Academy and a 2-year apprenticeship program. Due to the physical and mental aspects of the job and the institutional environment, CPOs should be mature, physically fit, and emotionally stable. The variety of assignments will require good leadership and motivational skills; good personal and social adjustment; and the ability to be consistent and fair when dealing with others. Only the most qualified applicants will complete all steps of the process and graduate from the Academy.

It is imperative that you familiarize yourself with the contents of this handbook and comply with the expectations listed.

# **PRE-BASIC ACADEMY INFORMATION**

## **What to Bring**

### **1. Cadet Uniforms:**

Beginning the second day of the Academy, cadets are required to be dressed in regulation jumpsuits (coveralls). Cadets are required to have a minimum of two pair of coveralls. Expect to pay \$60 to \$100 per pair of coveralls. You can purchase the CYA (DJJ) approved jumpsuits at uniform stores throughout the State.

The jumpsuit (class C) specifications are as follows: (Per I & C Manual Section 2640)

- Medium forest green color (CYA approved).
- Polyester, 35% cotton twill fabric.
- Regulation CYA arm patches. Per I&C Manual Section 2710
- Basic design shall be with zipper breast pockets and pencil pocket on sleeve and/or breast pocket, unlined; bi-swing; elastic at waist.
- Short sleeve.
- Normal utility pockets.
- Belt loops required.
- There shall be a heavy duty zipper, full front, with automatic lock.
- No badge may be worn or sewn onto the coverall while at the Academy.
- Cloth nametags – black backing with gold lettering. (I & C Manual Section 2715)
- Pant legs worn bloused.

Note: Cadets will be responsible for cleaning their own uniforms during the Academy. Also, all CYA and CDC patches will changing, per the direction of CDCR. Cadets will notified of the Departmental changes.

**The class B uniform includes the following:**

- Uniform boots that are black plain-toe leather that will be highly shined at all times (no metal-toe or cross-toe stitching boots) Per I & C Manual Section 2725 & 2735
- Uniform neat, clean, and pressed. Buttons must be fastened at all times.
- White T-shirt (crew neck) Brassieres must be worn by all female uniformed staff. Such brassiere must provide adequate support. Socks for both men and women, must be solid black in color. No designs are permitted. Per I & C Manual Section 2555
- Whistle: gold in color, without chain. To be worn at all times with the uniform on the strong side. I & C Manual Section 2740
- Black leather basket weave duty belt, 1-3/4-inch width with gold, 2-inch square, four-sided metal buckle.
- Key holder: black basket weave with gold colored key clip, worn on strong side in line with seam of pant leg. No more than four keys and one whistle on key ring. I & C Manual Section 2740
- Wallets carried in rear pocket.
- Cap (w/badge) worn outside only. No hair showing on forehead.
- CYA approved jacket must be worn as any other jacket, snapped, or zippered to the top of the pocket of the jumpsuit.
- While on Academy grounds, cadets must carry CTC/STC or CTC-A Picture Identification (ID) with academy telephone # and present upon request. During field practicum, cadets will adhere to institutional and Departmental policies concerning ID.
- When in uniform, two Cadet Incident Cards (Blue cards) must be carried in the right breast pocket of the jumpsuit and available when in physical Conditioning gear.
- Sunglasses are not a part of the cadet uniform. However, they may be worn to/from the range and field practicum. They must be conservative in style and not mirrored. They may not be worn on the uniform or during academic instruction.
- Windbreaker jacket will be worn with the PT gear. (windbreaker to be purchased at the CTC Recreation Fund Store).

Following items are additional items for class B uniform:

- Tie: Male – long tie with bar I & C Manual Section 2627, Female – cross tie (worn with class A or B uniform only)
- Name Plate: first initial, last name. Name plate will be black with white lettering (worn with class A or B uniform only). I & C Manual Section 2715

Prior to graduation, cadets will be required to purchase a minimum of one long sleeve Class B shirt and Class B pant. Private vendors will be on grounds prior to this date to take orders. Expect to spend approximately \$200 per set of uniforms. Prior to purchase, you should contact your institutions In-Service Training Manger to inquire as to the need of that institution's uniforms.

It is expected that you wear the uniform properly and take great pride in the maintenance of your uniform. Wearing the uniform improperly is considered the same as being out of uniform compliance.

### **Pre-Basic Academy Conditioning:**

During the Basic Academy, you will be required to participate in a conditioning program. All cadets will be required to complete an obstacle course within five minutes and five seconds designed to prepare you to respond to emergency situations. Cadets are encouraged to begin walking and/or jogging prior to arrival at the Academy. Warm-up exercises, stretching and pacing are crucial to prevent injury.

Note: If you have an existing injury, it must be reported immediately.

## **2. Physical Fitness Clothing Items:**

- PT sweat shirt
- PT T-shirt
- PT shorts
- PT spandex (gray only) may only be worn underneath PT shorts.
- PT sweat pants
- Jogging shoes or cross trainers and white socks
- Windbreaker
- Black knit beanie cap (no logos and may only be worn during PT, winter months only)
- Rain coat during inclement weather
- Sports bra is required (women only)
- Athletic supporter, all men will wear supporter during PT.

Physical Fitness sweat shirts, pants and shirts must be purchased at the CTC store. All cadets must report to PT wearing the complete PT uniform. If, after training starts, you wish to remove the sweat shirt and/or sweat pants, you may do so but you must have on the proper CDCR T-shirt and shorts underneath. Sweat pants must be put back on before leaving the PT area for breaks and class dismissal. The PT uniform may be modified during warmer weather.

Once you have completed PT for the day, you will be given time to shower and change into the appropriate uniform for the next block of instruction.

### **3. Side-Handle Baton Uniform:**

- PT shorts.
- PT spandex shorts (gray only) may only be worn underneath PT shorts.
- PT T-shirt
- PT sweat pants.
- Black duty belt with baton holder.
- Tennis shoes and white socks.

### **4. Optional Clothing and Miscellaneous Items:**

- Personal hygiene items: soap, shampoo, deodorant, toothbrush, toothpaste, shaving equipment, aftershave, sanitary napkins, etc.
- Casual clothing to be worn only during off duty hours
- Sweatband for head (black in color, only during physical conditioning)
- Walkman type radio (must have headphones)
- Class ring
- Wrist watch
- Medical alert bracelets
- Religious medallions
- Prescription medication that is properly labeled (must be reported to you CC)
- Personal vehicle

### **5. What Not To Bring:**

Prohibited Clothing Items and Miscellaneous Items:

- Spandex pants (for PT only)
- Provocative clothing (determined by Basic Academy Supervisors)
- Personal appliances (coffee pots, hot plates, stinger for heating water, toasters, etc)
- Cell Phones (only in vehicle)

- Firearms, weapons, ammunition, mace, handcuffs
- Alcoholic beverages
- Controlled substances, unless prescribed by a physician, or paraphernalia
- Pillows, comforters, etc.
- Radios/radio alarm clock/stereos
- TV
- Telephone answering machines

## 6. **Uniform and Grooming Guidelines:**

Per I & C Manual Section 2828

The following minimum guidelines are adopted for all cadets:

Male Grooming Standards:

- A. Hair: Hairstyle and color shall not detract from the uniform but shall reflect a professional image. Hair shall be worn so it does not extend below the top of the shirt collar while sitting or standing in an erect position.

Hair may touch the ear but shall not extend over the ear to cover the outside portion of the ear.

Hair shall not be styled or combed forward any lower on the forehead than the employee's eyebrow; measured from the high point of the eyebrow and shall not be visible on the forehead when the uniform hat is worn.

Hairstyle and length shall not impede, restrict, or detract from the proper wearing of the uniform hat. Hair will not be permitted to be gathered up in a bun, plaits, braids, or any similar arrangement on top or sides of head.

- B. Facial Hair: Neatly trimmed mustaches are permitted as follows:

Sideburns shall not extend below the bottom of the ear and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed 1 and 1/2 inches.

Mustaches shall not extend more than a 1/2 inch below the corner of the mouth, nor below the vermilion border of the upper lip, or extend more than 3/4 inch above the corner of the mouth. Waxed ends or points are not allowed.

**No beards or goatees are permitted.** Cadets with rapid beard growth may be required to shave twice a day.

You are reminded that your **hair is to be in compliance with departmental grooming standards, prior to your arrival at the Academy.** For your convenience, there is a barbershop located at the Academy (CTC only). Hours of operation are posted on the barbershop door. The cost of this service averages \$8-\$10 per hair cut.

- C. Fingernails shall be clean and well trimmed. Nails shall not extend more than 1/8 inch beyond the tip of the fingers.

Female: Personal Grooming Standard:

- D. Hair: Styles and hair color shall not detract from the uniform. While in uniform the hair shall not extend below the collar. If the hair is longer, it shall be worn up in a neat, professional style. Hair pins and clips shall be functional in nature and shall match the color of the hair or be gold in color. The hair shall also be styled in a manner that does not impede with the proper wearing of the uniform cap.
- E. Female employees may wear cosmetics that blend with or match the natural skin tone of the employee. False eyelashes are not permitted. Lip protection is to be clear and non-glossy.
- F. Fingernails: Shall not extend more than ¼ inch beyond the tips of the finger. Nails shall be neat and clean. Nail polish shall be natural tones only and shall not detract from the uniform.
- G. Jewelry:
  - a. A total of two rings may be worn. A set of Wedding bands shall be considered one ring. (Per Department of Personnel Administration rules, reimbursement shall not exceed \$100). Precious or semi-precious stones shall not be worn (except in wedding bands).
  - b. There shall be no visible chains or necklaces worn with the uniform.
  - c. Medical Alert or Identification bracelets may be worn.
  - d. Wristwatches shall be permitted. No watches shall be worn on chains or pinned to the uniform.
  - e. NO earrings will be worn with the uniform.

Cadets shall not wear ring/stud earring or other jewelry decoration/ornament on or in the nose or tongue while in uniform. Additionally, there will be no jewels, ornaments, or rings/studs worn on the visible facial areas.



## **7. Financial Arrangements**

Typical expenses for cadets to plan for include entertainment, laundry, study materials, graduation uniform/clothing, additional meals, private vehicle maintenance, and phone calls.

The Academy does not pay overtime, provide paychecks or travel advances. Paychecks and travel advances are paid **by the hiring facility**. Cadets should make arrangements prior to the Basic Academy.

Cadets are entitled to a daily incidental expenses for each night spent at the Academy. In order to claim reimbursement, cadets must sign a daily roster during the week and a Weekend Incidental Expense Allowance Sheet for the weekend.

## **8. Check-In**

The Academy doors open at 6:00 pm on Sunday to accept cadets for check-in. Cadets may also check in on Monday morning from 6:00 am to 7:30 am. Orientation begins at 8:00 am.

## **9. What to Wear the First Day**

Orientation is a workday and cadets are expected to dress accordingly. Uniforms are recommended. However, pants, sweaters, shirt (with collars), blouses and athletic shoes are acceptable (business casual). Jeans, shorts, T-shirts with logos, sweat pants, dresses, skirts, sandals, thongs or high heel shoes are not acceptable.

## **10. Materials Needed**

The orientation handbook explains the rules and regulations of the Department of Corrections and Rehabilitation cadets to follow during participation in the Basic Correctional Juvenile Academy. Cadets are expected to bring their orientation handbook, the completed Observational Checklist, report letter, their driver's license, notepaper, pencil and pen.

Cadets are expected to be thoroughly familiar with the information in the orientation handbook prior to the session.

Class schedules will be provided at the orientation session.

## **11. The Documents**

Complete the following documents and turn in at Orientation.

1. Registration Form
2. Basic Academy Terms of Agreement
3. Cadet Information Sheet
4. Physical Conditioning Questionnaire
5. Authorization to Use Privately Owned Vehicle on State Business
6. Child Abuse Reporting Requirement Form
7. Observation Checklist

## **12. Cadet Off-Site Housing**

The Academy offers cadets the option of residing on grounds as well as off grounds at the cadet's own expense.

Cadets who wish to reside on grounds need to inform Selections and Standards at the time of confirming their employment. Housing will be provided for you at the Academy.

Cadets desiring to live off grounds need to inform Selections and Standards of their choice to reside off grounds.

## **I. COURSE INTRODUCTION**

### **A. Purpose and Goal of Course**

Welcome to the Orientation to the Basic Correctional Juvenile Academy (BCJA) course. The purpose and goal of this course is to provide an opportunity for you to become familiar with the youth correctional facility where you will work and to introduce the knowledge and skills necessary for you to succeed in the routine and daily activities of the BCJA. Standardized training that is well planned and properly executed promotes confidence, professionalism, and success both as a cadet at the BCJA and as a peace officer in a juvenile correctional facility.

## **II. INTRODUCTION TO FACILITY OBSERVATION**

### **A. Purpose and Goal**

The purpose of this module is to present an opportunity for cadets to become familiar with the youth correctional facility where they will be working after they have completed the Basic Academy and to establish accounts for email and WIN2000.

### **B. Module Design**

This portion of the module is divided into 2 sections for a total of sixteen (16) hours of instruction.

1. Section I presents the purpose and goal of the course.
2. Section II presents the Observation Checklist that is to be completed by the cadets at their hiring facility before they report to either the Stockton Training Center (STC), Richard A. McGee Correctional Training Center (CTC) or Correctional Training Annex (CTC-A) formerly Northern California Womens Facility.

### III. FACILITY OBSERVATION

#### A. Observation Checklist Instruction and Policies

The Observation Checklist is on pages 5-6. The Checklist indicates tasks performed by correctional peace officer (CPO) during each shift and on weekends. The boxes on the observation Checklist indicate the shift (watch) the cadet must observe the CPO perform the indicated activity.

The Observation Checklist is to be completed at the cadet's home facility before arriving at the assigned Training Center to begin the Basic Correctional Juvenile Academy (BCJA). Each cadet must observe CPOs performing the tasks indicated on the Checklist. An on-duty supervisor must sign the Checklist for tasks performed and observed during each shift (watch). The supervisor's signature indicates verification that the cadet observed a CPO perform the indicated tasks during the indicated shift (watch).

The Observation Checklist will not be graded and is not used to compute the cadet's ranking in the BCJA.

However, completing the Observation Checklist before reporting to the Identified Training location is **MANDATORY**. Cadets **will not be admitted** to the BCJA unless the Observation Checklist is complete.

## ORIENTATION TO THE BASIC ACADEMY OBSERVATION CHECKLIST

**Cadet Name:** \_\_\_\_\_ **Facility:** \_\_\_\_\_

	<b>Youth Authority Basic Academy cadets will complete the Observation Checklist by observing correctional peace officers perform the following activities:</b>	<b>1<sup>ST</sup> Watch</b> (2200–0600)	<b>2<sup>ND</sup> Watch</b> (0600–1400)	<b>3<sup>RD</sup> Watch</b> (1400–2200)	<b>Weekends</b>
1.	Check fences and walls for irregularities.				<input type="checkbox"/>
2.	Conduct security checks of a living unit (Example: bars, locks, windows).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	In vehicle, patrol grounds and fence perimeter.	<input type="checkbox"/>			
4.	On foot, patrol grounds and fence perimeter.	<input type="checkbox"/>			
5.	Maintain visual surveillance of facility grounds from tower or central security area.	<input type="checkbox"/>			
6.	Lock and unlock rooms/living units and other gates/doors within the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Check to verify that each offender is in his/her assigned location.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Conduct a clothed body search of an offender.				<input type="checkbox"/>
9.	Conduct an unclothed body search of an offender. Note: Male cadets will observe a male offender. Female cadets will observe a female offender.				<input type="checkbox"/>
10.	Maintain sight supervision of offenders.		<input type="checkbox"/>	<input type="checkbox"/>	
11.	Make security rounds/checks of offenders.	<input type="checkbox"/>	<input type="checkbox"/>		
12.	Take offender counts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Verify identity of offender before releasing.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Verify identify of offender before escorting or transporting.				<input type="checkbox"/>
15.	Supervise clothing or bedding exchange.		<input type="checkbox"/>	<input type="checkbox"/>	
16.	Supervise offenders in recreation room or yard.		<input type="checkbox"/>	<input type="checkbox"/>	
17.	Supervise offenders in school and at trades.		<input type="checkbox"/>	<input type="checkbox"/>	
18.	Use a paging/all-call system.	<input type="checkbox"/>			
19.	Release offenders for meals in dining hall at appropriate times.		<input type="checkbox"/>	<input type="checkbox"/>	

		<b>1<sup>st</sup> Watch</b> (2200–0600)	<b>2<sup>nd</sup> Watch</b> (0600–1400)	<b>3<sup>rd</sup> Watch</b> (1400–2200)	<b>Weekends</b>
20.	Supervise feeding of offenders.		<input type="checkbox"/>	<input type="checkbox"/>	
21.	Conduct formal or structured group session.		<input type="checkbox"/>	<input type="checkbox"/>	
22.	Check an offender's movement pass.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Escort offender(s) within the facility (Example: to classrooms, work details, or infirmary).				<input type="checkbox"/>
24.	Log offender movement in and out of the living unit.		<input type="checkbox"/>	<input type="checkbox"/>	
25.	Call and inform Communication/Control Center staff of offender movement.	<input type="checkbox"/>			
26.	Call the Communication/Control Center at required intervals.	<input type="checkbox"/>			
27.	Communicate via radio or telephone with Communication/Control Center staff.	<input type="checkbox"/>			
28.	Report an offender count to the Communication/Control Center, and receive a "clear count."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Ascertain whether staff, volunteers, and visitors have left the facility.				<input type="checkbox"/>
30.	Compare visitor identification with a list of approved visitors.				<input type="checkbox"/>
31.	Direct visitors through a metal detector.				<input type="checkbox"/>
32.	Issue passes/badges to visitors.				<input type="checkbox"/>
33.	Maintain count of visitors entering and leaving the facility.				<input type="checkbox"/>
34.	Screen, search, and admit visitors, volunteers, and citizen participants to the facility.				<input type="checkbox"/>
35.	Supervise contact visits.				<input type="checkbox"/>

### APPROVALS

**1<sup>st</sup> Watch** Supervisor's Name \_\_\_\_\_ (Please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**2<sup>nd</sup> Watch** Supervisor's Name \_\_\_\_\_ (Please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**3<sup>rd</sup> Watch** Supervisor's Name \_\_\_\_\_ (Please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Weekends** Supervisor's Name \_\_\_\_\_ (Please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **IV. CHECKLIST VALIDATION**

In order to validate the Observation Checklist, cadets must submit their completed Observation Checklist to the instructor on the first day of the BCJA at the assigned Training Center.

#### **V. CONCLUSION OF FACILITY OBSERVATION REQUIREMENTS**

This portion of the module is considered complete only when the Observation Checklist is submitted to the instructor on the first day of the BCJA.

In addition to the Observation Checklist, there are five other documents that need to be read and completed before the cadet arrives at the BCJA. These documents are marked with a star (\*) on the Resources page of the Table of Contents and have been placed as the last items in this module.

## **BASIC CORRECTIONAL JUVENILE ACADEMY**

The discipline built into the Basic Correctional Juvenile Academy (BCJA) will require work from every candidate who intends to complete the training successfully. You will attend various classes 40 hrs a week, 8 hours a day.

The BCJA Sergeants/Instructors are hired from institutions throughout the Division of Juvenile Justice. Their combined experience, knowledge, and dedication will provide you with the basic skills necessary to become a knowledgeable and professional correctional peace officer.

### **The Staff**

#### **1. Administrators**

The primary duty of the Academy Administrator is to oversee the administration of the Richard A. McGee Correctional Training Center (CTC), Stockton Training Center (STC) and Correctional Training Center-Annex (CTC-A). There are two Academy Captains. The primary duty of one is to oversee the administration of the Youth Correctional Programs and the primary duty of the other is to oversee the administration of the Adult Correctional Programs.

#### **2. Program Lieutenant**

The primary duty of the Program Lieutenant is the BCJA scheduler and immediate supervisor of the Sergeants and responsible for delegation of assignments to Sergeants.

#### **3. Company Commander / Immediate Supervisor**

A Sergeant/Instructor will be assigned as your Company Commander (CC). The CC will be personally responsible to assist you during your stay and will prepare a written evaluation of your overall Academy performance. The CC will maintain a Cadet Training Work File that contains information regarding your 16-week academy experience. Documentation will be discussed with cadets. Your CC will pick a Junior Company Commander (JCC) from among your group to assist the CC. Four squad leaders will also be chosen by the CC and will assist the JCC in assembling the Company.

#### **4. Watch Sergeant**

A Watch Sergeant is on duty 24 hours a day, 7 days a week, and is prepared to assist you at the times your CC is unavailable.



## 5. Guest Instructors

In addition to BCJA Instructors, there may be other subject matter experts brought in to present a particular course or area of training.

## 6. Support Staff

The primary duties of the support staff are to assist the daily operation of the Basic Academy in various capacities. Duties include cadet enrollment, meal and lodging arrangements, testing material, uniform distribution, mail distribution and participant guide preparation.

## 7. Junior Company Commander (JCC)

Is an extension of the Company Commander. He/She has no authority but assist in relaying information and taking charge of the companies when the instructor is not present. He/She will also assist in teambuilding exercises such as marching, company formations and cadet accountability.

Although no official member of the Academy staff, the JCC contributes to the orderly running of the BCJA Companies. During the sixteen-week BCJA, the JCC may have the responsibility of driving State Vehicles, passing out mail, and assigning various duties to other cadets.

## 8. Squad Leaders

Each company formation is made up of four (4) squads. The primary role is company alignment and assist the JCC with cadet accountability. Each Squad Leader should know how many cadets are assigned to their squad.

## 9. Junior Officer of the Day (JOD)

The purpose of the JOD position is to provide the cadets with the opportunity to take on responsibilities in situations similar to those in the facility setting.

All of the cadets will be afforded the opportunity to work as the Junior Officers of the Day during their stay at the Training Center.

The purpose of this section is to present the chain of command concept and to illustrate the various types of chain of command.

Chain of command is part of the structural organization of the BCJA and of the facilities and camps. Through this process, organization, responsibility and accountability are maintained.

## 1. **Chain of Command**

### a. **Basic Correctional Juvenile Academy:**

While at the academy, the chain of command begins with the cadet's immediate Supervisor (CC). In the absence of the cadets' supervisor, the next level of authority is the Company Commander then the Lieutenant.

Administrator  
Captain/Academy Commander  
Program Lieutenant  
Company Commander  
Immediate Supervisor  
Watch Sergeant (only after hours)

### b. **Facility Chains of Command**

There are two types of chains of command in the facilities. The security chain of command governs those in security positions. The program chain of command governs those in the program positions.

#### 1. **Security Chain of Command**

Superintendent  
Assistant Superintendent  
Major  
Captain  
Lieutenant  
Sergeant  
Youth Correctional Officer

#### 2. **Program Chain of Command**

Superintendent  
Assistant Superintendent  
Program Administrator

Treatment Team Supervisor  
Senior Youth Correctional Counselor  
Youth Correctional Counselor

Alternate Program Chain of Command

When program supervisors are not at the facility, i.e. nights or weekends,  
program staff report in the security chain of command as follows:

Superintendent  
Assistant Superintendent  
Major  
Captain  
Lieutenant  
Sergeant  
Senior Youth Correctional Counselor  
Youth Correctional Counselor

## Living at the Training Center

The purpose of this section is to present the information about the day-to-day living arrangements at the Basic Academy.

### 1. **Military Time:**

- a. Military Time uses a twenty-four hour clock that starts at midnight and continues until the following midnight. Example: “10:05 a.m.” in standard time becomes “1005 hours” in military time and “1:00 p.m.” becomes “1300 hours”.
- b. Military time is used at all Juvenile facilities for time-keeping purposes.

### 2. **Housing:**

- a. Cadets must maintain their Academy housing in accordance with the following specific directions. These guidelines are necessary to afford and promote clean, healthy, safe, secure, and orderly living conditions for all cadets. Failure to comply with established policy in this area is a disciplinary issue, and it displays a lack of respect for fellow cadets and staff.
- b. Room assignments are not negotiable before or during the sixteen (16) week Basic Academy. Cadets are responsible for their assigned room key and will carry it at all times. Cadets are not allowed to give their key to any other person. Loss of the room key is to be reported immediately to the Watch Sergeant. There is a \$10.00 replacement charge for each lost key.
- c. Rooms must be **clean** and **orderly at all times**. Floors will be swept, mopped, or vacuumed. Surfaces will be free of dust. Sinks will be clean. Trash will be in wastebaskets and wastebaskets will not be left full. Tops of dressers, desks, and lockers will have nothing on them except a clock (no clock radios) and one personal photo frame (per cadet) no larger than 4” x 6”. Nothing will be attached to the walls, doors, or inside/outside of lockers, unless instructed.
- d. Nothing shall be left on the floor, with the following exceptions: Each cadet may leave **one** luggage item (closed) and **two** pair of footwear, per cadet, neatly under each bunk. Within closet areas (with or without doors), cadets may store additional items on the floor, in an **orderly manner**. All

other personal items, including books and clothing, must be put away neatly into dressers, closets, or duffel bags. Personal furniture, including cardboard dressers, folding chairs, and rugs are not authorized.

- e. Rooms must be secure. Personal and valuable items (i.e., wallets, money, jewelry, identification, personal information, electronic devices, keys, duty equipment) must be secured.
- f. When a cadet is assigned a bed, he or she will automatically be assigned the dresser drawer that is assigned to them. On the 3" x 5" card that is affixed to the door, the cadet will legibly print their bed number, their name (last name, first name), and their control number.

CTC site:

- E DORM – Cadets may have one small single-bulb desk lamp. Affix an ID card to each piece of luggage.
- F DORM – Store no valuable items in dressers. Inmates have access to these living areas. If you use under-bunk storage, affix an ID card to the luggage.
- G DORM – Affix an ID card to each piece of luggage.
- H and I DORM's – Store nothing on the tables. Affix an ID card to each piece of luggage.

CTC / STC site

- Q, R, and S & Hotel Rooms – All valuable items must be stored out of sight and windows must be securely closed. Affix an ID card to each piece of luggage. Items will not be stored on or around the air-conditioner/heating unit. Showers must be cleaned often and allowed to ventilate. Do not store items in the shower.

- g. Beds will be made daily, uniformly, and nothing will be left on them. Only Academy issued bedding will be on the bed. Personal items will be put away. A towel, folded neatly may be hung on the end of each bunk. Dirty clothing may be stored in a laundry bag, and hung at the end of each bunk. Dirty clothing may be stored in a laundry bag, and placed in the closet area.
- h. **Water** is the **ONLY** consumable item allowed in cadet housing. No food items are allowed.  
If you would like to use dietary supplements, i.e., powdered drink mix, protein bars, etc., you must store the container in a vehicle. However, you may have a one-day supply in your possession or room.

Common areas, showers, and restrooms will be clean every day. All trash will be picked up and the trash can emptied into the dumpster. The

janitorial room will be kept clean and orderly. Cleaning schedules for the common areas are posted on each dorm bulletin board.

- i. All electrical items (lights, air conditioner, hair curler, etc.) will be shut off when not in use and need to be secured. If the heater/air conditioner is used, the windows must be closed. A Care of Living Quarters memorandum is posted in all dormitories.
- j. Cadets are prohibited from possessing sexually explicit materials, defined as personal photographs, drawings, magazines, and pictorials showing nudity. Materials found in the possession of cadets will be treated as contraband and disposed of or mailed at the cadet's expense, and you will be subject to progressive discipline, up to and including termination.
- k. Cadets are required to **legibly** fill out **two** *Living Quarters Inspection Checklist Forms* with their room number, names and control numbers. They will leave the completed forms on a table or dresser top just inside of their door for use by staff inspecting rooms and/or dorms. If a form is used, the cadets will obtain another form from their JOD and fill it out to replace the used form. There should always be **two completed** forms in each room or dormitory. Failure to have a form present for use by inspecting staff will be a "gig" (Cadet Incident Card) for every cadet in the room.
- l. Cadets uniforms will be hung in closet at all times. **Nothing** is to be left hanging from fixtures, blinds, thermostat, etc.

### 3. Cadet Daily Departure and Return Procedures

- a. Exceptions to Academy arrival and departure procedures, must be with **PRIOR** approval from the Academy Commander or designee, and will normally be in writing.
- b. Cadets must notify the Watch Office when they realize they are going to be late for duty or curfew. They must provide that notice **PRIOR** to being late.
- c. Cadets themselves must sign-out immediately prior to departing grounds and must sign-in immediately upon re-entering the Academy building. **The sole entry and exit point for the Academy is the Front Entrance (CTC: Glass hall or Watch Office Foyer).** This applies to all situations, whether the cadet is going to the parking lot to **leave grounds or to just get something from their vehicle.**

- d. CTC site only: When going to or coming from the front entrance, the North Corridor is off limits Monday-Friday, 0600-1700 hours due to classes still in session. Cadets leaving the classrooms in the North Corridor due to breaks, must use the closest corridor exit in order to minimize traffic. Cadets must utilize the South Corridor and Senior Square to exit the Academy
- e. Cadets wishing to run on the track after duty hours must sign-out in the recreation log book before accessing the track. Upon completion of their run, cadets must sign-in on the logbook.
- f. Cadets may not access the parking lot during their duty hours. (Contact the Watch Office in emergencies.)
- g. Cadets may not leave their vehicle at the Academy entrance (near flagpole) for the purpose of signing the log, and must inform families not to park there when picking up or dropping off cadets.
- h. Cadets will receive an incident card for failing to sign-in/out properly (wrong line, wrong time, omitting time, signature, etc.).

#### 4. Cadets Residing On-Grounds:

- a. Must be in their rooms Sunday through Thursday nights, with lights out, by 2300 hours (Quiet hours: 2300–0430 hours). During quiet hours, cadets must be in their living quarters, quiet and have their lights out, in consideration of other cadets. Cadets returning from liberty must sign in no later than 2250 hours. This will allow time to report to your room and have the lights out by 2300.
- b. May remain off-grounds from the end of their scheduled duty day Friday until the start of their scheduled duty hours on Sunday.
- c. May not remain off-grounds Sunday through Thursday nights without prior written approval. (Emergencies require contacting the **Watch Office at (209) 744-5044**).
- d. Cadets returning to Academy grounds during quiet hours (Friday or Saturday night: 2400-0430 hours; Sunday through Thursday night: 2300-0430 hours), will be permitted to return to their room, but it will be documented.
- e. Only assigned cadets are to be in the rooms. Family members and friends are restricted to the lobby area only. Only cadets may be in living quarters.
- f. **STC only:**

Cease all noise between 2200 hours and 0530 hours. This is to be “quiet time”. Be considerate of the needs of others by being quiet while others are studying or sleeping.

- g. May remain off-grounds from the end of their scheduled duty day Friday until curfew on Sunday evening.
- h. May not remain off-grounds Sunday through Thursday nights without prior written approval. (Emergencies require contacting the Watch Office at (209) 944-1309).
- i. Cadets returning to Academy grounds during quiet hours (Friday or Saturday night: 2400-0530 hours; Sunday through Thursday night: 2300-0530 hours), will be permitted to return to their room, but it will be documented.

## 5. Curfew (STC site)

Curfew policy is to be strictly followed. Any deviation of the curfew time must be reported immediately to the Watch Sergeant. Curfew enforcement begins on the evening of Orientation and continues through Graduation Day.

- a. Weekday Evenings: Sunday through Thursday cadets must be inside the building by 2230 hours.

Cadets must be inside their assigned room at curfew time: 2250 hours.

Exceptions are when the cadets are meeting with their CC, or if they have extra study time in the computer lab.

- b. Weekend Evenings: Friday and Saturday

Cadets must be inside the building by 2400 hours if staying on grounds on Friday and Saturday nights.

## 6. Daily Activities

The Academy day will consist of 8 hours of academic and physical instruction. The hours of instruction will vary. **It will be the responsibility of each cadet to strictly adhere to the schedule. The day will be completed at the end of the scheduled duty day. Breaches of punctuality may result in progressive discipline.** Personal ethics and punctuality are continually stressed, as this is a key aspect of a peace officer's career.



Academy facilities and all living areas are subject to inspection at any time. Cadets are responsible for the daily cleanliness of the living areas. Dormitories may be inspected daily at any time (without notice) by the Academy staff.

## **7. Cadet Behavior Expectations and Attitude**

While you are living and training at the CTC for the next 16 weeks, your presence and demeanor are expected to be a credit to yourself and to the Department. Do not engage in unprofessional behavior that may tarnish your newly chosen career. It is your responsibility to conduct yourself in a mature, responsible manner at all times, both **on and off duty**. As a cadet, you are to conduct yourself in an exemplary manner and perform all duties thoroughly and precisely. You are to carry out all lawful orders and instructions given by staff. You will not commit any acts, either **on or off duty**, that are unbecoming to public service and which might reflect unfavorably upon yourself or the Department. Unethical behavior, which includes attempting to circumvent examination programs or dishonesty, will not be tolerated. You will be subject to progressive discipline, up to and including termination.

**You are required to comply with all departmental policies and procedures. Additionally, you are responsible to become familiar with and abide by the Basic Academy rules.**

## **8. Medical**

- a. There are no doctors on the Academy grounds. Medical care is limited to medical assessment, emergency treatment, and transportation to a medical facility. The Academy does not provide any prescription or over-the-counter medications for cadets.
- b. If you have prescription medications that you must take, and they have been declared and approved during your pre-employment medical screening, you are **NOT** required to declare them during check-in. However, the medications must be kept in your possession or secured in your locker at all times.
- c. If you have prescription medications that you must take and you have not notified Selections and Standards and had them approved prior to arriving at the Academy, you are **REQUIRED** to declare them at the Medical Station during check-in.
- d. You may have and use any over-the-counter (OTC) medications such as Tylenol, cough suppressants, Motrin, etc., at anytime during the Academy. These OTCs **DO NOT** have to be declared or approved. However, they must be in your possession or secured in your room/locker at all times.

- e. If you obtain a **prescription medication** during your stay at the Academy, you must declare it immediately. Notify your First Line Supervisor. If he/she is not available, notify the Watch Sergeant.
- f. **Immediately** report any injury or illness to the Academy staff. Report any injury or illness occurring after hours to the Watch Sergeant as soon as possible. Emergency first aid items may be obtained from the Watch Sergeant.
- g. If you become ill or suffer an injury before your class (especially PT), you must report to your class and report your illness or injury to the instructor immediately.
- h. It is your responsibility to ensure that any work restrictions are documented by the doctor, provided to you, and delivered to the appropriate Academy staff for evaluation. You will be responsible for turning in all paperwork received by the doctor/hospital staff immediately following your return to Academy grounds.
- i. Physical injury, personal illness, or absences of any kind, that result in the cadet being absent from specific core courses, or excess amount of curriculum hours, may result in the cadet's inability to complete the Academy.

## 9. Academy Rules

- a. When reporting to any staff member's office, knock on the door and enter only when advised to do so.
- b. At all times cadets shall preface their questions or statements with "Sir/Ma'am/Officer/Sergeant/Lieutenant/Captain/Cadet \_\_\_\_." Refer to Officers/ Sergeants/Lieutenants/Captain by title and last name only, not by their first name. **Cadets will project their voice so that they can be clearly heard and understood.**
- c. Read the cadet message bulletin board located in the North Corridor (CTC) or outside classroom 3 (STC) **frequently**. Important messages are placed there throughout the day. Emergency messages will be hand delivered.
- d. No loud or boisterous noise will be allowed at any time in the living areas. Profanity will not be used.
- e. Personal entertainment devices may not be operated while on duty. When operated off-duty, earphones must be used. When not being used, cadets will secure their property. Cadets leaving devices unsecured are subject to disciplinary action.

- f. In an effort to extend courtesy to all staff living on grounds, you are required to be in your assigned rooms or dormitories by 2300 hours with lights out, Sunday through Thursday nights, and 2400 hours on Friday and Saturday nights. Cadets returning from liberty must sign in no later than 10 minutes prior to curfew. This will allow time to report to their room and have the lights out by the 2300 or 2400 hours curfew time.
- g. **Inter-room or dorm visiting is not allowed.** Cadets are not permitted within living quarters to which they are not assigned.
- h. **CTC only:** If assigned to a classroom in the North Corridor, all breaks will be either in the classroom or outside the buildings. Cadets will remain quiet and not loiter in the North Corridor during duty hours.
- i. You must be punctual. **Tardiness is unacceptable and is a cause for progressive discipline.** Late arrivals will be documented.
- j. At no time will you have your hands in your pockets unless you are retrieving an item.
- k. You will not chew gum, nor will you have toothpicks dangling from your mouth. Tobacco may be chewed outdoors only and the spit must be deposited into a container, not left on the ground. (As of July 1, 2005, No tobacco products will be allowed on grounds). Sunflower seeds and nuts with shells may be eaten. Shells must be deposited into a container, not left on the ground.
- l. You will not lean against, or put your feet on the walls, or sit or squat on the floor in the corridors.
- m. You will not put your feet on furniture or sit on the arms of couches or chairs. Do not polish your shoes on the furniture.
- n. There will be no running at any time on Academy grounds except during PT or under emergency conditions.
- o. Cadets must walk on designated walkways and refrain from cutting across grass areas, unless instructed to participate in Use of Force simulations. You shall not be present at or take part in any form of sexual contact or intimate activity on Academy grounds.
- p. No videotapes may be brought into Academy buildings.
- q. You will not stand in doorways, entrances, or exit paths. Keep the center of corridors clear and no loitering.

- r. You must maintain possession of all State issued room keys, State ID cards, and nametags and any and all other state issued equipment. Items that are lost or misplaced are subject to replacement fees and disciplinary action.
- s. While cellular phones, pagers, and cameras are permitted to be brought to the Academy, these items will not be allowed within the Academy facility or dormitories. If you bring these items, you will be required to store them in your vehicle or another cadet's vehicle to be used **only** during off-duty hours. The Academy will not store these items. You should consider these requirements carefully prior to bringing any phones, pagers, or cameras to the Academy. ***The Academy is not responsible for lost or stolen items.***
- t. Musical instruments are not permitted on Academy grounds.

## **10. Civilian Attire**

- a. CTC only: Cadets in civilian attire are not permitted in the North Corridor, Monday-Friday, 0600-1700 hours
- b. Clothing will be neat, clean, and worn in good taste.
- c. Shirts will be tucked in, except in weight room or when exercising at the track.
- d. Tank tops, blue jeans, camouflage clothing items, shower shoes, and clothing items with unacceptable printing or logos are not permitted. Academy staff will determine what is unacceptable, if a clothing item becomes questionable.
- e. Gym shorts, at least as long as CDCR cadet type, are allowed on grounds during business hours only when going to or from the weight room or the track area for exercise.
- f. Shorts are authorized during off duty hours if they are hemmed and are no shorter than three inches from the top of the knee.
- g. Spandex type clothing may be worn only with approved cover shorts.
- h. Ball caps of any kind shall be worn with bill straight forward, and removed indoors.
- i. The cadet ID card must be in your possession at all times.

- j. Sunglasses may be worn outdoors only. They must be conservative in style and not the mirrored type. You are expected to remove them upon request.
- k. No bare feet, braless/shirtless attire is ever permitted outside of your housing unit, or within the public areas of your housing unit.

## **11. Classroom Rules**

- a. Arrive to class with all required equipment and study material.
- b. When asking a question, in a classroom setting, speak clearly and project your voice so you can be clearly heard and understood by all the students.
- c. Food is not allowed in the classrooms.
- d. One drink container (NO glass) with lid is allowed in the classrooms.
- e. Cadets must come to attention in their seats and remain at attention until put at ease by the JCC when he/she enters the classroom. All other business being conducted will cease.
- f. Cadets must remain alert at all times in the classroom. Being less than alert (sleeping, severe nodding off, etc.) in class or on the bus, will be cause for progressive discipline. Cadets may stand at the rear of the classroom to assist in remaining alert.
- g. Cadets will not talk to other cadets or other staff during the instructor's presentation. Any rudeness of this nature will not be tolerated. Courtesy will be the rule in the classroom.
- h. Cadets having questions regarding specific class instruction after the class has ended, will contact the instructor who presented the class.
- i. Cadets will not bring backpacks on the bus during Field Practicum, nor will it be permitted to take them into the Exam area.

## **12. Absence**

Cadets are required to attend all class sessions. Cadets are to report illness or scheduling conflicts to their CC immediately.

## **13. Tardiness**

Tardiness is unacceptable behavior in the facility or camp and while attending the Basic Academy. Cadets are expected to be on time to all class sessions, group

meeting, meals, and all other scheduled activities. This type of behavior can result in verbal counseling to dismissal from the Basic Academy.

## **14. Dining Hall**

Cadets will report to the dining room during the time designated on their Company schedule.

Cadets will sign-in on the “Meal Roster Sheet/Meal Log Book” located at the JOD Desk (STC) or in the south corridor at (CTC).

**STC site:** Cadets will form a single line starting from the outside of the Recreation Room, Academy staff will escort to Delta Room at the designated schedules.

**CTC site:** Cadets will form a single line starting at the main entrance to the dining hall and extending along the north side of the South Corridor. This line will not block any doors or hallways at any time.

- Cadets will not bring books, backpacks, additional clothing, etc., into the dining room.
- Cadets will be appropriately attired while in the dining room.
- No shower shoes are allowed (flip flops/foot thongs will be considered shower shoes).
- No tank tops.
- Sleeveless shirts or attire that exposes the underarms are not allowed in the dining room.
- No clothing that is either soiled or clothing that has been subjected to excessive sweat is allowed. Additionally, cadets should be conscientious of their personal hygiene.

## **15. Cadet dining room guidelines:**

- a. CTC site only: Cadets are to sit in the rear dining room filling up the back area first and working towards the front area. Cadets are to sit in the next available seat regardless of friendships or company affiliation. When overflow allows for front dining room seating, cadets should still pursue a rear dining room seat before going to the front dining room. If the rear dining room is closed off, the front dining room may be utilized.
- b. Cadets are to use the Cadet Dining Room Salad Bar. If this salad bar has a line longer than 10 cadets, then cadets may use the side of the front salad bar labeled for staff and cadet use. Cadets may not use the side of the front salad bar that is closest to the wall and labeled for staff only.

- c. Cadets are to use the two soda machines located in the Cadet Dining Room. If the line for soda exceeds 10 cadets, then the soda machine closest to the ice cream machine may be used. Cadets may not use the soda machine closest to the ticket-selling counter.
- d. Cadets should empty all trays, plates, bowls, and glasses in the appropriate trash bins and then place them on the carousel, as well as placing all flatware in the bins identified on the top of the trash bins. Leftover ice and liquids should also be poured into the trash containers.
- e. Cadets should clear all trash leftover food (fruit, yogurt, milk) from the tables. Please do not return dairy products or fruit to the refrigerators. It must be thrown out.
- f. Ice cream is the only food item allowed out of the dining room. However, it must be eaten in the picnic area.
- g. Cadets should exit the dining room through the door closest to the ice cream machine in the front dining room.
- h. Food Services reserves the right to refuse service to anyone violating the dress code or behavior.

Dining hall hours:

- Breakfast:  
0500-0800 hrs Monday – Friday
- Breakfast:  
0700-0800 hrs Saturday & Sunday
- Lunch:  
1100-1300 hrs Monday – Friday
- Lunch:  
1130-1230 hrs Saturday & Sunday
- Dinner:  
1600-1800 hrs Monday – Friday
- Dinner:  
1630-1730 hrs Saturday & Sunday

## **16. Cadet Behavior**

The cadets' Basic Academy experiences are the groundwork for their career in the Department of Corrections and Rehabilitation. Cadets are expected to demonstrate a commitment to and recognition of professional, ethical, and moral conduct.

Cadets are direct representatives of the Department and will conduct themselves at all times in a manner that is appropriate, professional, and in accordance with established guidelines of the Department of Corrections and Rehabilitation.

Cadets are to review the "Code of Professional Conduct and Responsibility for Peace Officers" which is included in the Participant Guide reference section.

Unprofessional behavior and/or misconduct of Basic Academy cadets in the community, as well as on state grounds, will not be tolerated.

Unprofessional behavior as outlined in "Employee Conduct" Department of the Youth Authority, Institutions and Camps Manual, Section 2160, may be grounds for dismissal from the Basic Academy. A copy of this is included in your Participant Guide reference section.

Unprofessional behavior includes but is not limited to: illegal activities; crude or offensive language; sexual harassment; horseplaying; discourteous treatment of other cadets, staff or public; misuse of State equipment, vehicles, or facilities; excessive or irresponsible consumption of alcoholic beverages; use of drugs; or negative participation in political activities, i.e., protests or demonstrations.

## **17. Alcohol**

Cadets may not consume or be in possession of alcoholic beverages while on State grounds.

Drinking in moderation while at a private home during the weekend is one example of the acceptable consumption of alcoholic beverages.

Alcoholic beverages and containers are not allowed in the CTC/STC/CTC-A or on State grounds, in personal vehicles, or State vehicles.

Cadets are not to drive while intoxicated nor are they to consume alcoholic beverages while in a State or personal vehicle.

Cadets are not allowed to be on State grounds while under the influence of controlled substances.

*YAM Section 3100 states, "Activities related to the use of alcoholic beverages or controlled substances that may discredit the department and may be deemed cause for disciplinary action include but are not limited to:*



- Drinking alcoholic beverages or using any controlled substances while on duty.
- Reporting for duty while under the influence of alcoholic beverages or any controlled substances or with the odor of alcoholic beverages on the person or on the breath.
- Habitual intemperate drinking in public places which causes criticism and loss of confidence by the public, and discredit to the department.”

## **18. Drugs**

(Refer to above YAM Section)

Possession of controlled substances or paraphernalia, or being under the influence of controlled substances while on or off designated CTC/STC/CTC-A property is prohibited.

It is part of the mission and values of the Department to maintain a safe and healthy environment by providing a drug and alcohol free workplace. All employees, including cadets, may be subjected to random drug testing. Per Government Code Section 1031 minimum standards which must be met by peace officers are described in part as “...good moral character, free from physical, emotional, or mental condition which might adversely effect the exercise of powers of a peace officer.”

Furthermore Bargaining Unit 6 MOU agreement with State of California also states, “Each Bargaining Unit 6 Peace Officer employee shall not illegally use or be impaired from the use of a drug designated in subsection B.1a (1) through (8) or be impaired by the use of alcohol while on the job.”

The term "possession" includes items on the person, in personal or State vehicles, in personal property, or in the cadets' rooms.

Prescribed medications are to be properly labeled and reported to the assigned advisor.

## **19. Firearms & Weapons**

Possession of firearms/weapons is prohibited at the CTC/STC/CTC-A, on State grounds, or in cadets' private vehicles.

Prohibited items should be reported to the assigned advisor and/or the Administrator.

Firearms, ammunition, chemical agents, handcuffs, and knives are considered weapons and should be left at home. Cadets found with weapons will be required to take them home at the first opportunity.

Having weapons in their private home with the appropriate permits is one example of acceptable possession of weapons.

## **20. Over-familiarity**

Correctional Peace Officers are called upon to be compassionate toward offenders while at the same time maintaining the highest professional standards.

Cadets are expected to avoid behavior that is overly familiar when interacting with offenders.

## **21. Sexual Behavior**

Sexual activity and/or public displays of affection between cadets, between cadets and staff, or between cadets and civilians is prohibited while on State grounds. (Refer to Resource Section YAM Section 2650)

## **22. Smoking**

The Richard A. McGee Correctional Training Center and Stockton Training Center are smoke-free environments. Smoking and chewing tobacco are prohibited in all areas of the CTC and STC buildings.

There are designated areas for tobacco use outside of the building. All tobacco remains should be placed in the available ashtrays. (Note: As of July 1, 2005, no tobacco products will be allowed on grounds. Refer to YAM Section 3130)

## **23. Arrests & Investigations**

Refer to YAM Section 3110

“A Youth Authority employee is expected to conduct himself/herself, both at work and on his/her own time, in a manner which does not discredit the Department. If an employee is arrested, appropriate action is to be determined based on the nature of the allegation and in the best interests of the Department.”

Any illegal behavior will be investigated by the CTC/STC/CTC-A and by other law enforcement agencies.

Cadets should notify the Academy Administrator of any contacts with outside law enforcement agencies during the duration of their Basic Academy stay.

If arrested at any time during the sixteen (16) week Basic Academy, cadets are to notify the Administrator and/or Watch Sergeant. The Administrator may make an inquiry and/or investigation to determine if CTC/STC/CTC-A and/or Departmental policy or procedures have been violated.

At any time during the Basic Academy, the Administrator may initiate an investigation of unprofessional behavior or conduct. True findings of such an investigation may result in dismissal from the Basic Academy and rejection on Probation.

## **24. Sexual Harassment**

Department of Corrections and Rehabilitation staff have a responsibility to maintain high standards of integrity and conduct regarding sexual harassment.

Violating these standards cannot and will not be tolerated. The Department has a "zero tolerance" policy regarding sexual harassment.

Sexual harassment is unwelcome deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature by the same or opposite sex. All employees are adversely affected by sexual harassment.

Any cadet who participates in such behavior or who tolerates or encourages sexually harassing behavior is engaging in sexual harassment.

Cadets that perceive comments, gestures or actions of another cadet or staff member to be sexually harassing are to communicate to the person that such behavior is unwelcome.

The incident or observed behavior is to be reported to CTC/STC/CTC-A staff immediately. Incidents will be investigated and resolved.

A copy of the "Sexual Harassment Prevention Policy," Department of the Youth Authority, Administrative Manual, Sections 2650-2662, is included in the Participant Guide reference section.

## **25. Cadet Discipline**

Refer to appendix "Employee Conduct and Progressive Discipline Chapter 5"

### **Rejection of Academy Trainees**

It is departmental policy that all persons who enter into initial employment in an entry-level institutional peace officer classification must satisfactorily complete the Department's Basic Academy program.

Participants in the Academy program must pass the academic curriculum examinations and comply with the rules of the Training Center. A participant who fails an examination and the allowable retest is rejected during probation. A participant who fails to comply with rules of the Training Center may be subject to rejection during probation. Each rule infraction must be weighed very carefully relative to the severity and circumstances of the infraction.

Cadets who fail to comply with the California Code of Regulations (CCR), Title 15, Government Code, Orders and/or Instructions will be subject to the appropriate disciplinary action which, depending on the severity of the violation, could include termination from State service.

1. Progressive Discipline - Three-Stage Process
  - a. Preventive action is the proactive steps taken by a supervisor to eliminate or reduce the need for corrective or disciplinary action. Preventative action includes training, informing the employee of rules, and verbal reminders of expectations.
  - b. Corrective action is taken once a problem is identified. It attempts to bring the employee's performance up to standard or to prevent continued misconduct. Corrective action may include written documentation of corrective interviews that may be in the form of Letters of Instruction, Record of Verbal Counseling and Record of Work Improvement Discussions (WID).
  - c. Adverse personnel action is the final phase of the progressive disciplinary process. It is defined as formal disciplinary action which may result in dismissal, suspension, reduction in salary, or formal written reprimand. The severity and repetitiveness of an individual's behavior or actions will dictate at what level discipline will begin or be administered.
2. During a Peace Officer's career, discipline plays a very important role. The purpose of employee discipline is to improve performance and enhance standards of conduct. At the CTC/STC/CTC-A, discipline is administered based on the seriousness of the incident. Reasons for discipline may be for:
  - ◆ Misbehavior - knowingly disobeying a rule or order.
  - ◆ Mistakes - unintended error.
  - ◆ Failure to Perform – testing or exam failure.

Misbehavior is generally regarded as the most serious because it reflects the character of the individual. Character cannot be tested or measured on an academic test, range score, or in physical training achievement. But over the course of a 16-week Academy, a cadet's character will be revealed, and misbehavior, misconduct, or repetitive mistakes are undesirable qualities for a peace officer. The circumstances surrounding such actions

will be reviewed by the Program Lieutenant, Academy Captain, Employee Relations Officer, and the Academy Administrator, for appropriate disposition.

## **26. Cadet Incident Card**

One method of tracking information regarding cadets is with Cadet Incident cards, commonly referred to as “Blue Cards”. Blue cards are used for documenting commendations (positive incidents), “gigs” (negative incidents), and information concerning cadet behavior. Every cadet will carry **two** Blue Cards in the right front shirt pocket of the uniform at all times. The cadet will present a Blue Card to any CTC/STC/CTC-A staff upon request. If the incident is a “gig,” the staff will remind the cadet of the rule(s) and their responsibility. Cadets will go to their First Line Supervisor for a replacement card. All Blue Cards are reviewed and logged by the Program Lieutenant and returned to the cadet’s First Line Supervisor with directions for the appropriate progressive discipline. The Blue Cards are then placed in the cadet’s file.

3. If a cadet's actions are so severe or the cadet commits a crime, adverse personnel action will be taken. All adverse actions must comply with the guidelines set forth in the Government Code 19572, DOM, Section 33030, Adverse Personnel Action. Such actions are taken following approval by the Assistant Deputy Director, Office of Departmental Training, and hiring authority and are subject to review by the State Personnel Board.

## **27. Hardship Transfers/Lateral Transfers**

You should not have accepted an appointment to an institution with the expectation of being able to transfer to another institution, if the accepted assignment becomes difficult. Institutional staffing levels are based on the assignment you commit to when you call to accept. Consequently, you will be held to your commitment. Although a "Hardship Transfer Request" (HTR) process is available, the vast majority of such requests are denied. Hardships are unforeseen problems that occur or become evident between the time you accept the assignment and the date that you determine that you need to submit for a HTR. Documentation proving the hardship will be required upon application. Only those HTRs based on circumstances that could clearly not have been anticipated will be considered. The Department expects you to fully consider your personal situation prior to accepting an assignment, thereby selecting an assignment that you can stay with and that fits your needs.

HTRs based on circumstances that existed or could have been anticipated at the time an appointment was accepted will be denied. Some examples of requests based on pre-existing circumstances that will not be considered are:

1. Problems relocating yourself or your family.
2. Problems selling your home.

3. Problems securing childcare.
4. Problems due to child custody agreements, consent decrees, or court orders.
5. Problems providing assistance or medical care to elderly parents, children, or other significant others.
6. Problems based on family member's pre-existing medical, emotional, or psychological conditions.
7. Problems resulting from separation from your family or because your family decides they do not want to relocate.

If you have a legitimate hardship, you will receive further information while at the Academy on how to proceed. **Do not contact Selections and Standards Branch or the institution you are requesting transfer from/to.**

**"Lateral Transfers" are requests for transfer to another institution in cases that are not considered hardships and are available through your institution. Keep in mind, however, that you will be expected to complete the remainder of your probationary period (approximately five to six months) at the institution you accept. Upon completion of your probationary period, you can request a transfer to another facility. However, granting such transfers are discretionary on the part of the Wardens and are controlled by the collective bargaining agreement covering Unit 6 employees (peace officers).**

## **28. Recreation**

1. Appliances – Handheld type electronic entertainment devices are authorized, providing that they have muting or earphone capabilities (i.e., Gameboy type games, Solitaire games, Walkman type radio or Compact Disc player, Watchman LCD TV, or laptop computer). Devices may be AC or DC powered, and must be operated while wearing earphones. If they possess recording capabilities, no recordings are to be produced on CTC/STC/CTC-A grounds at any time. These devices are only authorized to be in your possession during off-duty hours. The State is not responsible for the theft, damage, or other loss of any cadet's device or associated products. Prior to curfew, items must be placed back in vehicles.
2. On-Site Amenities (CTC) - The Academy grounds include a fully outfitted weight room and exercise room, two horseshoe pits, a quarter-mile track, volleyball nets, a barbecue area with tables, television rooms, basketball gymnasium, study rooms, a small store, and a multi-purpose room with training mats.

3. On-Site Amenities (STC) – The Academy grounds include weights and exercise room, quarter-mile track, BBQ area, television room, study areas and a multi-purpose room with training mats.
4. Off-Site Amenities – There are nearby golf courses, fishing sites, and areas to bicycle. Golf, fishing, and bicycling equipment must be stored in vehicles and not in Academy housing.
5. Gambling on State grounds is prohibited.

## **29. Video Production Unit**

The Video Production Unit (VPU) located at the CTC produces training videos for the CDCR Basic Correctional Officer Academy and the Basic Correctional Juvenile Academy. The VPU also provides still photography and other audio and visual services on a regular basis.

Occasionally, members of the VPU may need to photograph or videotape CDCR cadets while they are engaged in various activities. The resulting photographs or videotape are used only for departmental training or informational purposes. This material will not be distributed to the news media or used for commercial purposes without written consent of the cadet(s).

As a CDCR employee and a new cadet, you will be expected to cooperate fully with the VPU so that they may present you and your fellow cadets in the best light possible. Your assistance will be greatly appreciated.

## **30. Employee Assistance Program (EAP)**

The Employee Assistance Program is provided to all State employees as a health benefit in order to promote employee health and well-being.

It is a valuable resource both for support and information during difficult times as well as for consultation on day-to-day concerns.

An extended description of the Employee Assistance Program benefits is included in your Participant Guide reference section.

## **31. Vehicles**

### **State Vehicle**

All cadets are required to complete the Basic Academy Defensive Driving course before being allowed to drive State vehicles.

State vehicles are for Official State Use only. They are used to transport cadets in the course of official duties as authorized by CTC/STC/CTC-A staff. Drivers and passengers are responsible for the State vehicle and its use.

The only authorized uses are to and from the assigned destination and refueling or mechanical needs. Stopping at restaurants, (including drive-thru), stores, Laundromats or banks is prohibited.

Drivers are to strictly adhere to all speed limits and traffic rules. All occupants must use a safety belt.

Vehicles are to be kept clean. Smoking is not allowed in State vehicles. Any violations are to be reported.

### **32. Accidents**

If involved in an accident on State business, cadets are to report the accident to the CTC/STC/CTC-A Administrator, Academy Captain, Program Lieutenant, Company Commander, Immediate Supervisor or Watch Sergeant immediately, whether or not injury or damage occurs.

The California Highway Patrol should be notified and present any time a State vehicle is involved.

Before leaving the scene of an accident, record all pertinent information on State Form 269, which will be located in the glove compartment of the vehicle.

Do not make any comments or statements regarding the accident to anyone except the California Highway Patrol, other State employees, or Department of Corrections and Rehabilitation supervisor(s).

Accidents involving private vehicles must be reported to the cadets' insurance company.

### **33. Personal Vehicles**

Cadets may be required to use their personal vehicle in the event of an emergency or if a State vehicle is not available.

Cadets must possess a valid driver's license, and have a completed STD 261 "Authorization to Use Privately Owned Vehicles on State Business" form on file. A copy of this form is included in your Participant Guide reference section.

The CTC/STC/CTC-A requires certification that cadets' vehicles are:

1. Currently registered



2. Covered by appropriate liability insurance
3. Adequate for the work to be done
4. Equipped with operating safety belts
5. In safe mechanical condition as required by law

In order to be reimbursed for mileage, an STD 262 "Travel Expense Claim" form must be filled out. A copy is included in the Participant Guide reference section.

**Note: As mentioned in the "Basic Academy Terms of Agreement," all vehicles are subject to be searched for contraband items by the designee of the Academy Administrator.**

Searches will be initiated to ensure compliance of established rules and regulations of the Richard A. McGee Correctional Training Center or Stockton Training Center.

### **34. Miscellaneous Information**

#### **a. Mail**

While you are residing at the STC, you mailing address is:

*Your Name*, Basic Academy Cadet  
*Company Name/Control Number*  
Stockton Training Center  
7650 S. Newcastle Rd.  
P.O. Box 213015  
Stockton, CA. 95213-9015

While you are residing at the CTC, your mailing address is:

*Your Name*, Basic Academy Cadet  
*Company Name/Control Number*  
Richard A. McGee Correctional Training Center  
9850 Twin Cities Road  
Galt, CA 95632

While you are residing at the CTC-A, your mailing address is:

*Your Name*, Basic Academy Cadet  
*Company Name/Control Number*  
Correctional Training Center-Annex  
7150 Arch Rd.  
P.O. Box 213006  
Stockton, CA 95213-9006

Your return address must be on all outgoing mail.

CTC: Outgoing mail may be deposited in the mailbox located in the North Corridor near the ATM machine. Incoming mail will be delivered to you by your JCC.

STC: Outgoing mail may be dropped off at the Watch Desk. Incoming mail will be delivered to you by your JCC.

#### **b.      Telephones**

The CTC/STC/CTC-A telephones are not available for personal use by cadets. Pay phones, for your use, are located in various areas on the CTC grounds. The phones in the North Corridor and C-Corridor are off limits from 0600-1700 hours (signs are posted above each phone), due to classes still in session. All telephone calls will be limited to five minutes.

STC pay phones are located outside the Multi-Purpose Room.

Incoming phone messages for you will be posted on the cadet message bulletin board. You will be called from class to accept a telephone call only under emergency circumstances.

#### **c.      Accounting Issues**

1.      Questions regarding pay should be directed through the chain of command beginning with your CC. When pay is ready, the CC will be notified and will issue your salary warrant to you.
2.      Cadets receive salary warrants by the 15th day of the following month **after** the full-time employees are paid. Your salary warrants are issued to you at the Academy until graduation. After graduation, all salary warrants will be issued at the hiring institution.
3.      Current State employees who are lateral transferring into Unit 6 and who may have questions and concerns about their rate of pay, current benefits, etc. will have these questions addressed on orientation day by the staff in the Personnel Office.

#### **d.      CTC Recreation Fund Store**

The CTC Recreation Fund Store is a non-profit corporation established in 1983 to provide personal needs and supplementary recreational facilities for the cadets and In-Service trainees of the CDC. The Recreation Fund operates the CTC Recreation Fund Store. The Recreation Fund is overseen by a board of directors made up of members of the CTC.

**e. Meal Service**

Three meals are served daily. The meal schedule is posted on the entrance to the dining room. While in the Culinary, you must be in authorized clothing.

**f. Driver's License**

Check your driver's license. If your license will expire during the training period, renew it at your local Department of Motor Vehicles office before reporting to the Academy. **You must have a valid picture identification card with you.**

**g. Health Care**

If you are injured or become ill during the 16-week Basic Academy, it will be the responsibility of the CTC/STC/CTC-A to stabilize and/or transport you to a medical care provider. If you have a work-related injury, the CTC/STC/CTC-A will fill out the necessary paperwork to file a Worker's Compensation (WC) claim for benefits and will process the paperwork according to State procedures. If your claim is not approved by WC, you will then be responsible for payment of all incurred costs.

The State agrees to cover Permanent Intermittent Employees (PIE) with health benefits the first day of the pay period following graduation from the Academy. This coverage is to be applied to the control period that the graduation date is in; and the eligibility continues through the following control period. Thereafter, PIEs must work a minimum of 480 hours in each control period as established by the Public Employee Retirement System to continue coverage, pursuant to Government Code, Section 22822.

Flu shots are suggested for cadets prior to entering winter classes.

**35. Linen and Supplies**

1. CTC: Linen exchange for sheets, towels, and pillowcases is each Monday during your lunch hour 1100-1300 hours, at the Linen room in the South Corridor.

STC: Linen exchange for sheets and pillowcases is each Monday, at 1000 hrs.

2. Bedspreads may be laundered by cadets or exchanged on linen day (CTC), on an as-needed basis. There are not enough spare bedspreads to exchange all cadets' bedspreads each week.
3. CTC/STC/CTC-A: Supplies will be restocked by Janitorial Services each week (normally Wednesday). If more supplies are needed, cadets should notify the Janitorial Services Office. There is a supply list in each janitor's closet for each dorm.

### **36. Laundry and Dry Cleaning**

Coin-operated laundry facilities are located on the grounds and are available for your use. Clothes will never be left unattended in the laundry facility for any reason. Additionally, dry cleaning facilities are located in Stockton and Manteca areas.

### **37. Maintenance Problems**

If a maintenance problem arises, report it immediately to your First Line Supervisor during business hours, or the Watch Sergeant during non-business hours, and fill out a Work Order Request located in the North Corridor.

Please fill out the top section of the Work Order Request Form completely. Be specific about the problem and location. Whenever possible, specify the unit and room number from the nearest door (Example: Room E-115). Being specific will enable the CTC/STC/CTC-A Plant Operations staff to respond in a timely manner.

### **38. Elections**

If you will be in the Academy during an election, make arrangements to vote by absentee ballot.

### **39. Jury Duty**

Contact your first-line supervisor immediately.

### **40. Director's Rules – Title 15 Memos**

#### **a. Code of Silence**

The Department is only as strong as the values held by each of its employees, sworn and non-sworn. How we conduct ourselves is a reflection of those values. Any employee, regardless of rank, sworn or none-sworn, who fails to report violations of policy or who acts in a manner that foster the Code of Silence, shall be subject to discipline up to and including termination.

#### **b. Staff Professionalism**

The Department of Corrections and Rehabilitation recognizes the importance and value of a professional and therapeutic environment within our facilities and parole offices. Such an environment promotes a healthy and safe atmosphere for treatment and training. All communication between staff and wards should be conducted in a professional and constructive manner. All staff serve as role models for our ward population. Staff shall model appropriate socially interactive behavior with each other and with the wards.

**c. Conduct**

Employees must be alert, courteous, and professional in their dealings with inmates, parolees, fellow employees, visitors, and members of the public. Employees shall not use indecent, abusive, profane, or otherwise improper language while on duty. Irresponsible or unethical conduct or conduct reflecting discredit on themselves or the Department, either on or off duty, shall be avoided by all employees.

**d. Punctuality**

Employees must report for duty promptly at the time directed and not leave work assignments before completion of their scheduled work day or tour of duty, except with their supervisor's permission. If for any reason an employee is unable to report for duty, the employee must notify his or her supervisor at the earliest possible moment.

**e. Alertness**

Employees must not sleep or be less than alert and in full possession of all faculties while on duty.

**f. Transactions**

Employees shall not directly or indirectly trade, barter, lend, or otherwise engage in any other personal transactions with any ward, inmate, parolee, or person known by the employee to be a relative of an ward/inmate or parolee. Employees shall not, directly or indirectly, give to or receive from any ward/inmate, parolee, or person known by the employee to be a relative of an ward/inmate or parolee, anything in the nature of a tip, gift, or promise of a gift.

**g. Familiarity**

Employees must not engage in undue familiarity with wards/ inmates, parolees, or the family and friends of ward/inmates or parolees. Whenever there is reason for an employee to have personal contact or discussions with an ward/inmate or parolee or the family and friends of ward/inmates and parolees, the employee must maintain a helpful, but professional attitude and demeanor. Employees must not discuss their personal affairs with any ward/inmate or parolee.

**h. Intoxicants and Drugs**

Employees must not come onto the grounds of an institution or Correctional Facility or otherwise report for duty under the influence of intoxicants or drugs. Use of alcohol or drugs to the extent that it interferes with job performance is grounds for dismissal from State service.

It is the duty of every employee to promptly report to the Academy Administrator, or designee, any person, including an employee on duty, who appears to be under the influence of drugs or intoxicants.

**i. Arrest or Conviction**

If an employee is arrested or convicted of any violations of law, the employee must promptly notify the CTC Watch Sergeant at (209) 744-5000 or STC Watch Sergeant at (209) 944-1309. (*Reminder: The CTC phone number is on the back of the Cadet ID card*). Misconduct that impairs an employee's ability to do his or her job, or affects or involves the Department may be cause for disciplinary action. (refer to I & C Manual Section 2160)

**j. Identification Card**

Every employee will be issued a departmental ID card. Employees must, while on duty, carry such card upon their person and produce the card upon request. Any cadet who loses his/her ID card will immediately provide a written report to their First Line Supervisor or the CTC/STC/CTC-A Watch Desk. Replacement of the State ID card is subject to a replacement fee.

**k. Weapons**

The following are prohibited on the CTC/STC/CTC-A grounds:

1. Firearms/weapons (including hand-guns, rifles, paint ball guns, pellet guns, BB guns, gun replicas, stun guns, tasers, martial arts weapons of any kind, side-handle batons, straight batons, bow and/or arrows, etc.).
2. Knives of any kind or length (including box cutters, razor knives, machetes, and any other item or tool which has a knife blade).
3. Ammunition of any kind (live rounds or casings).
4. Explosives or teargas (including firecrackers, chemical agents, mace, and pepper spray).
5. Alcoholic beverages.
6. Illicit drugs (any drug considered illegal to use or possess).
7. Scissors measuring over 3-1/2" in overall length end to end.
8. Handcuffs or handcuff keys.
9. Radios, stereos, televisions, cassette players/recorders, and compact disc players, except those specifically described in the Recreation Section of this Handbook.

Violation of either PC Section 4573 and 4574 is a felony. These PC Sections are strictly enforced, and you will be held accountable for your actions. It is your responsibility to

thoroughly search all areas of your vehicle and/or personal property prior to entering the CTC/STC/CTC-A grounds. Lack of knowledge as to the contents of your personal property will not be an excuse from the law.

## **TRAINING PROGRAMS**

### **1. Academic Requirements**

All cadets are required to meet the following academic standards. Failure to meet the minimum passing score on tests, retests, performance tests and/or completion of assignments will result in dismissal from the Basic Academy and rejection during probation.

Cheating or attempting to cheat on any examination will result in dismissal from the Basic Academy.

#### **a. Assignments**

Each course will have its own curriculum and requirements. Additional reading or writing assignments may be assigned by instructors.

#### **b. Tutorial Assistance**

Any cadet may request assistance with study habits or class material from an instructor.

### **2. Course Testing**

#### **a. Practice Exercises**

Practice exercises are included in each course curriculum. Performance is self-corrected, and no scores are recorded.

#### **b. Course Tests**

Each course will have a segmented test that is based on the stated learning objectives. The course test will be multiple choice in type. Scores are recorded and used to compute the cadets' academic rankings.

Cadets are allowed one retest of any module test that is failed. The retest must be taken within two working days (48 hours) of the original test. Cadets failing a retest will be referred for administrative action.

Written tests will be given in CPR and First Aid and must be passed with a minimum of 80% (American Red Cross standard). Only one retest is permitted for each section (CPR and First Aid).

Failure to pass a retest will result in dismissal from the Academy and rejection during probation.

### **c. Performance Tests**

Performance tests require a demonstration of a psychomotor task or an interpersonal skill. The instructor will observe and certify the level of competency as either "pass" or "fail". Each performance test is a must-pass requirement as a condition for passing the Basic Academy.

Cadets who fail a performance test will receive feedback and remediation. They will be permitted one retest which is to be administered within one working day (24 hours).

An exception to the above requirement is physical training. Cadets failing the minimum requirements will be allowed to take the retest during the last week of the Academy.

Cadets failing a retest will be referred for administrative action.

Performance tests are not used for computing the cadets' academic rankings in the Basic Academy.

## **3. PC 832**

The Peace Officer Standards and Training Commission (POST) requires their curriculum on the California Penal Code, Section 832 be taught and the written test passed with a score of 75% or higher. The range component must have a score of 80% or higher. A copy of this standard is included in the Participant Guide reference section.

These scores permit the cadet to achieve peace officer qualification. Cadets failing to meet these requirements are allowed one retest to meet the PC 832 standard.

PC 832 scores are not used in computing the cadets' academic rankings.

Cadets who have completed and obtained POST certification prior to arriving at the STC/CTC must submit their **original** completion certificate to the PC 832 Coordinator, via their CC, for review. If the original submitted certificate is current and meet all necessary POST requirements, as determined by the Academy POST coordinator or designated staff, you will be exempt from taking the written exam. However, you will not be exempted from participating in the POST classes. Additionally, you should not assume that your original certificate submitted will meet all POST requirements and that you will be exempted from the written examination until you have been given official notice of exemption by Academy staff.

The POST firearms course must be completed at the Academy with no exceptions. All documents submitted will be returned to the cadet upon completion and review.

Cadets whose certificate is over three years old will have to submit a letter from an employer verifying they have been working in a peace officer classification since the time they completed PC 832 training.



## **4. Field Practicum**

Commonly referred to as "on-the-job training", or "OJT", Field Practicum involves a series of learning experiences conducted within the real environment of a youth correctional facility.

The cadet will have a booklet listing the tasks that must be performed, assisted in being performed, or observed being performed during the 120 hours spent at various facilities.

The performance is not graded and the results are not used for computing the cadets' academic rankings. The test booklet is, however, collected and placed in the cadets' training files.

Completion of the structured on-site test booklet is a requirement for graduation from the Basic Academy.

## **5. Working in Corrections**

A panel of professionals who work in varied capacities in Youth Authority facilities will appear as guest speakers and address the role of staff in a correctional setting. Each speaker will have a uniquely individualized career experience in which to share the lessons learned with cadets. Many different topics including females who work in a custodial environment will be discussed. Cadets will gain insight to male and female ward perceptions and what constitutes appropriate relationships. This information-sharing panel is interactive and it is encouraged that cadets ask questions.

## **6. Physical Conditioning**

Cadets are required to participate in the Physical Conditioning Program during the Basic Academy and are considered on duty during this time.

Conditioning during the Basic Academy is a process with physical fitness as the goal. Individual development, with support from instructors and peers, is emphasized. Cadets are encouraged to reach personal goals instead of competing with or comparing themselves to other cadets.

Cadets are encouraged to begin walking and/or jogging prior to their arrival at the Basic Academy. Warm-up exercises and pacing are crucial to prevent injury. Continuing an exercise program after the Basic Academy may enhance effectiveness on the job.

### **a. Jogging**

Cadets will participate in a jogging program. Cadets will start the first week with a short jog and will continue to increase distance and time throughout the Basic Academy

**b. Stretching/Strengthening**

Each day cadets will participate in and lead the group in whole body stretching exercises. Stretching will develop flexibility in the upper and lower body. Exercises include push-ups, modified sit-ups, and leg lifts.

**c. Step Aerobics**

Participation in low impact aerobic sessions will be scheduled. The goal is to improve coordination and cardiovascular fitness.

**d. Clothing**

Approved CDCR Physical Conditioning clothing only. Refer to pg. 5

**e. Running Shoes**

Running shoes or cross trainers are required and may be used for all aspects of the conditioning program.

Good running shoes or cross trainers may prevent/reduce common injuries and ailments, including ankle and knee injuries.

Newly purchased shoes should be worn prior to the first day of class to avoid discomfort. A copy of "Anatomy of a Running Shoe" which provides guidelines for purchasing appropriate running shoes is included in the Participant Guide reference section.

**f. Aerobics Shoes**

Cadets may choose to have an additional pair of shoes for the aerobics portion of the physical conditioning program.

Aerobics shoes may only be used for aerobics. They may NOT be used for jogging.

**g. Conduct/Behavior for Physical Conditioning**

No gum chewing

No eating, including: candy, mints, cough drops

Water bottles during hot weather (water only, outside)

No walkman radios

No towels

No bare chests

No hand/ankle weights

No headbands (Athletic sweat bands acceptable)

No hair rollers

No sunflower seeds

Any injuries are to be reported to CTC/STC/CTC-A staff immediately.

## **7. Apprenticeship**

The Apprenticeship Program is an agreement reached between management and Bargaining Unit 6 to increase the training, professionalism, and safety of each apprentice.

Extensive record keeping of on-the-job training and experience is maintained by apprentices and evaluated on a regular basis. Enrollment and record keeping begins during the Basic Academy; however, the hours are not credited until the cadets return to their assigned facilities.

Newly hired staff must complete 3,600 hours of combined on-the-job experience and training to achieve journey level status.

Newly hired staff must be employed for two calendar years to achieve journey level status.

Newly hired staff must complete a variety of facility work experiences prior to achieving journey level status.

If cadets have prior peace officer experience, they should bring certification of it with them to the Basic Academy.

## **8. Supervisory Groups**

Each cadet will be assigned to a Supervisory Group. Each group has an Academy Instructor serving as their immediate supervisor.

## **9. Progress Reporting and Evaluations**

Immediate Supervisors will discuss behavior and academic progress with cadets and will document the issues discussed in their evaluations. Inappropriate behavior will be pointed out to the cadets by their Supervisors/Company Commanders or other Academy staff members.

Academic progress and patterns of behavior are reported to the Program Lieutenant, Academy Captain and to the cadets' facility supervisors.

## **ACADEMY DISMISSAL**

Dismissal from the Basic Academy may occur for academic failure, misconduct, and/or violation of rules or procedures. Incidents or problems will be investigated by the Basic Academy Captain/Administrator.

Cadets will be informed of their rights and given an opportunity to enlist a representative prior to being investigated.

## CULMINATING ACADEMY ACTIVITIES

### 1. Class Photograph and Plaque

To commemorate the Basic Academy experience, a class photograph is taken during each Basic Academy and a class plaque is created.

Cadets may purchase a copy of the class photo. Cost of the plaque and photograph will be announced.

### 2. Graduation

A formal graduation ceremony will be held on the last day of the Basic Academy. Cadets are encouraged to invite family and friends to attend the ceremony.

Cadets graduating from the classifications of Parole Agent, facility Youth Correctional Counselor, and Casework Specialist are to wear a coat and tie, pant suit or dress for the ceremony. Medical Technical Assistants will wear the medical smock uniforms. Youth Correctional Officers and camp Youth Correctional Counselors are to wear a Class B uniform with a tie, including approved shoes.

## KNOWLEDGE REVIEW



**Purpose:** To reinforce the learning objectives.

**Instructions:** Cadets have five minutes to answer the Knowledge Review questions independently. Instructors will randomly choose cadets to give the answers to the class.

1. Who may sign in and out for cadets?
2. Underline the three examples of unprofessional behavior.

Horse-playing  
Sneezing loudly  
Offensive language  
Discourteous treatment of others  
Not saying, "thank you"  
Not opening the door for others

3. The administrative action that will occur when a cadet cheats on an exam will be:  
\_\_\_\_\_
4. The phrase “Zero Tolerance” is the phrase describing the Department of the Youth Authority’s policy regarding sexual harassment. (True/False)
5. The \_\_\_\_\_ explains the rules and regulations for Basic Correctional Juvenile Academy cadets to follow during participation in the basic academy.

## **END OF MODULE CHECKLIST**

### **A. Checklist**

Cadets will now be given a checklist to verify that they have received and understood the information presented.

When completed, the checklist is to be turned in to the instructor.

# **ORIENTATION TO THE BASIC CORRECTIONAL JUVENILE ACADEMY: HANDBOOK CHECKLIST**

Cadet: \_\_\_\_\_

Facility: \_\_\_\_\_

	As a CDCR Basic Academy cadet, you will complete the checklist by placing your initials where indicated. Your initials confirm that you have familiarized yourself with and understand the rules and regulations of the Training Center and BCJA as described in each item below.	Initials
1.	I understand the duties of the Administrators at the Training Center.	
2.	I understand the duties of the Program Lieutenant at the Training Center.	
3.	I understand the duties of the Company Commander at the Training Center.	
4.	I understand the duties of the Immediate Supervisor during the Academy.	
5.	I understand the duties of the Watch Sergeant at the Training Center.	
6.	I understand the chain of command for cadets at the Training Center.	
7.	I understand the security chain of command in a facility.	
8.	I understand the program chain of command in a facility.	
9.	I understand the alternate program chain of command in a facility.	
10.	I understand the class of uniform that must be purchased by all youth correctional officers and al camp youth correctional counselors prior to graduation from the Basic Correctional Juvenile Academy.	
11.	I understand the source of a cadet's paycheck.	
12.	I understand who may be in a cadet's assigned room.	
13.	I understand the hours of quiet time while staying at the BCJA Training Center.	
14.	I understand the curfew time when cadets must be in the building, Sunday through Thursday.	
15.	I understand the curfew time when cadets are usually expected to be in their rooms, Sunday through Thursday nights.	

16.	I understand the curfew time for cadet's who are staying on grounds Friday and Saturday nights.	
17.	I understand the expectations of room cleanliness.	
18.	I understand what is allowed in cadet rooms.	
19.	I understand the time at which a cadet's room will be inspected.	
20.	I understand the first thing a cadet should do if they lose their room key.	
21.	I understand who may sign in and out for a cadet.	
22.	I understand military time.	
23.	I understand the designated entrance and exit of the Training Center.	
24.	I understand cadets may not have alcoholic beverages in their possession while in the academy.	
25.	I understand cadets may not have firearms/weapons in their possession while in the academy.	
26.	I understand three examples of unprofessional behavior.	
27.	I understand the administrative action that may result if a cadet cheats or attempts to cheat on an examination	
28.	I understand the number of retests a cadet will be allowed if a test is failed.	
29.	I understand that tardies may result in corrective/adverse action and/or dismissal.	
30.	I understand the phrase describing the official State of California policy regarding sexual harassment.	
31.	I understand that, as a cadet, I must be honest and ethical in my decision making and actions.	
32.	I have completely read and fully understand what is expected of me as a cadet.	

Cadet \_\_\_\_\_ (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Commander \_\_\_\_\_ (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_